today's secretary

INDEX Volume 72
October 1969—May 1970

A Gregg-McGraw-Hill Publication • 330 West 42 Street • New York • NY 10036

Abbreviations (Ready Reference), **Apr 30**
Ackerman, Jan: Puppets with a Purr-pose, **Nov 3**
Add a Little Zip (Ready Reference), **Oct 36**
Adjectives: Adjectives and Adverbs (Word Teasers), **May 4**
Adverbs: Adjectives and Adverbs (Word Teasers), **May 4**
Africa: Operation Crossroads Africa, **Apr 2**
ASH: The Girl from ASH, **Oct 8**
Ask the Experts (monthly feature)
The Astro-Logical Secretary, **Feb 12**
Atkins, Hal: Just My Type, **Oct 22**
Awards: OGA, Typewriting Speed Tests, Typing Production Tests (monthly features)
Babysitting Arts and Crafts, **Nov 15**

Beauty: Changes, **Oct 25;** Facts About Facial Fairy Tales, **Apr 22;** From Weary Wake-Up to Marvelous Make-Up in Ten Easy Minutes, **Dec 22;** Hints on Tints, **Mar 21;** Hot Line to Beauty, **Jan 16;** The Ladies' Favorites, **May 21**
Beder, Katherine: FSA, **Dec 23**
Beeson, Hattie E.: FSA, **Oct 27**
Belfast, Barbara: Four with Uncle Sam, **Jan 8**
The Better to See You, **Jan 14**
Bing, Louis S.: Stop in London, **Mar 6**
Bodish, Louann: Four with Uncle Sam, **Jan 8**

Books: Bookshelf, **Oct 35, Jan 28, Feb 30, Mar 31, Apr 32**
Brewer, Viola M.: FSA, **Nov 23**
Brook Street Bureau: Stop in London, **Mar 6**
Budget: Saving Some, Spending Some, **May 2**
Business Vocabulary (Word Teasers), **Nov 14**
Byrnside, O. J.: FBLA (monthly feature)

Capitalization: Ask the Experts, **Jan 5**
Capitalization (Word Teasers), **Apr 28**
A Fresh Look at Capitalization, **Jan 30**

Careers: See Job Choice
Cars, Used: Plum or Lemon, **Feb 21**
Cartoons: **Oct 30, 35; Nov 31, 32; Jan 10; Feb 25, 27; Mar 29, 30, 31; Apr 31, 32**
Changes (Beauty), **Oct 25**
Chase, Sue: **Changes, Oct 25;** Facts About Facial Fairy Tales, **Apr 22;** From Weary Wake-Up to Marvelous Makeup in Ten Easy Minutes, **Dec 22;** Hints on Tints, **Mar 21;** Hot Line to Beauty, **Jan 16;** Job Hunt, **Mar 2;** The Ladies' Favorites, **May 21**

Civil Service: Down to Brass Tacks: The Exam, **Jan 4;** A Galaxy of Government Jobs, **Jan 2;** Job Choice: Civil Service, **Jan 2;** Jobs Abroad, **Jan 3;** Municipal Civil Service, **Jan 28;** State Civil Service, **Jan 3;** The Washington D.C. Scene, **Jan 3**
Coffee Break Ping-Pong, **Mar 32**
The Computer and You, **Feb 8**
Contractions: Ask the Experts, **Nov 2**
Cooperative Work Experience: Work and Study, **Mar 4**
Corbett, Linda: Plum or Lemon, **Feb 21;** Reveille, Reveille, Up All Hands, **Dec 15;** Saving Some, Spending Some, **May 2;** You and the Almighty Dollar, **Oct 14**
Cosmetics, homemade: The Ladies' Favorites (Beauty), **May 21**
Cost of a Business Letter, **Nov 18**
The Cost of Communicating (Ready Reference), **Feb 23**
A Dash of Holiday Spice (Fashion), **Nov 16**
A Day in the Life . . . , **Apr 14**
Dilworth, Cathy: Word Teasers (monthly feature)
Donchess, Barbara: The Astro-Logical Secretary, **Feb 12**
Down to Brass Tacks: The Exam, **Jan 4**
Dyer, Susanne: FSA, **Mar 15**

Employment Tests: Let's Compare Notes, **Mar 28;** Time Out for Testing, **Mar 10**

ENGLISH
Adjectives and Adverbs (Word Teasers), **May 4**
Capitalization (Word Teasers), **Apr 28;** Ask the Experts, **Jan 5;** A Fresh Look at Capitalization, **Jan 30**
Comma with parenthesis (Ask the Experts), **Mar 1**
Contractions (Ask the Experts), **Nov 2**
Hyphenated words (Ask the Experts), **Feb 2, Oct 6**
Irregular Verbs (Word Teasers), **Nov 14**
Noun Plurals (Word Teasers), **Jan 24**
Possessives (Ask the Experts), **May 3**
Prepositions (Ask the Experts), **Nov 2**
Pronouns (Word Teasers), **Apr 28**
Punctuation (Word Teasers), **Jan 24**
Quotation Marks (Word Teasers), **Feb. 22**
Subject and Verb Agreement (Word Teasers), **Feb 22**
Spelling (Word Teasers), **Dec 18, Mar 28**
Use of *alternative* (Ask the Experts), **Apr 1**
Use of *Ibid.* and *op. cit.* (Ask the Experts), **Apr 1**
Use of *loaned* and *lent* (Ask the Experts), **Mar 1**
Use of *upon* and *on* (Ask the Experts), **Jan 5**
Use of verbs with *one of* (Ask the Experts), **Apr 1**
Facts About Facial Fairy Tales (Beauty), **Apr 22**

Fashion: A Dash of Holiday Spice, **Nov 16;** The Late, Late Show, **Feb 16;** On With the Hunt, **Mar 16;** Oops! Could This Be You? **May 16;** Scarf Art, **Apr 16;** Sew Right for School and Office, Too, **Oct 20**
FBLA (monthly feature)
First Impressions, **Mar 11**
Forum: **Oct 6, Nov 22, Dec 7, Jan 5, Feb 7, Mar 5**
Forum Replies: **Dec 21, Jan 23, Feb 18, Mar 31, Apr 32, May 22**
Four with Uncle Sam, **Jan 8**
A Fresh Look at Capitalization, **Jan 30**
Friedlander, Bernice: The Girl from ASH, **Oct 8**
From the Editor (monthly feature)
From Weary Wake-Up to Marvelous Makeup in Ten Easy Minutes (Beauty), **Dec 22**
A Front Row Seat, **Feb 3**
Fruehling, Rosemary: OEA (monthly feature)
FSA (monthly feature)
The Gallery: **Oct 32, Nov 28, Jan 29, Feb 29, Mar 30, Apr 31**
Gifts for customers, (Ask the Experts), **Dec 3**
The Girl from ASH, **Oct 8**
Gobbledygook: Ask the Experts, **May 3**
Glossary for Busy Executives, **Mar 18**
Gold, Ann M.: The Human Side (monthly feature)
Gold, Rosalind: Time Out for Testing, **Mar 10**

Government Jobs: Four with Uncle Sam, **Jan 8**
Job Choice. Civil Service, **Jan 2**

Grammar: see Ready Reference, Ask the Experts, Word Teasers
Hair coloring: Hints on Tints (Beauty), **Mar 21**
Handwriting: Pep Up Your Penmanship, **Dec 8**
Have a Paper Christmas, **Dec 16**
Hendricksen, Norman: Coffee Break Ping-Pong, **Mar 32**
Hershey, Jr., Robert D.: Those Were the Days, My Friend, **Nov 10**
Hints on Tints (Beauty), **Mar 21**
Hot Line to Beauty (Beauty), **Jan 16**
Hotel Reservations: Ask the Experts, **Jan 5**
The Human Side (monthly feature)

Hyphenated words: Ask the Experts, **Feb 2;** Ask the Experts, **Oct 6**
In My Opinion, **May 12**
Inflation: Those Were the Days, My Friend, **Nov 10**
Invitations: Ask the Experts, **Dec 3**
Irregular verbs (Word Teasers), **Nov 14**

Job Choice: Civil Service, **Jan 2;** Newspapers, A Window on the World, **May 5**
Job Hunt, **Mar 3**

Jobs Abroad: Job Choice: Civil Service, **Jan 3**
Peace Corps Secretary: A Special Breed, **Apr 4**
Stop in London, **Mar 6**

Just for Fun: Feb 14, Nov 29
Just My Type, **Oct 22**
King, Frank L.: Pep Up Your Penmanship, **Dec 8**
Kogel, Ellen: Babysitting Arts and Crafts, **Nov 15**
Kurtz, Margaret: Operation Crossroads Africa, **Apr 2**
The Ladies' Favorites (Beauty), **May 21**
The Late, Late Show (Fashion), **Feb 16**
Lemaster, James: The Computer and You, **Feb 8**

Let's Compare Notes: On Employment Tests, **Mar 28;** On Financial Responsibilities, **Feb 22;** On Handling Minutes, **May 14;** On Secretarial Initiative, **Dec 18;** On Snorthand Accuracy, **Nov. 14;** On Shorthand Shortcuts, **Apr 6;** On Shorthand Speed, **Oct 11;** On Work Organization, **Jan 24**

Letter writing: Business Letters: Ask the Experts, **Jan 5, Feb 2, Mar 1, Oct 6, Dec 3;** Business Letter Mechanics (Word Teasers), **Oct 11;** Cost of a Business Letter, **Nov 18;** Personal Letters: Ask the Experts, **Nov 2**
Letters to the Editor, **May 4**
Lewis, Jack: Glossary for Busy Executives, **Mar 18**
Lorusso, Janice: Work and Study, **Mar 4**
The Mail Avalanche (Ready Reference), **Dec 30**
Makeup (See Beauty)
Male secretaries: Ask the Experts, **May 3**
Marano, Hara: The Better to See You, **Jan 14**
McLeod, Janet: Four with Uncle Sam, **Jan 8**
Meadows, Linda: Typist Extraordinaire, **Apr 18**
Minutes of meetings: (Let's Compare Notes), **May 14**

Money: Saving Some, Spending Some, **May 2;** You and the Almighty Dollar, **Oct 14**
Monsour, Margaret: A Front Row Seat, **Feb 3**
Music: A Front Row Seat, **Feb 3**
New Fad—Old Art, **May 25**
Noun Plurals (Word Teasers), **Jan 24**
NSA (monthly feature)

Number Style: Ask the Experts, **Dec 3;** Number Please? (Ready Reference), **May 18**
OEA (monthly feature)
Oelrich, Elizabeth: Let's Compare Notes (monthly feature)

Office Problems and Customs: Breaking the ice (The Human Side), **Oct 26;** Christmas at the office (The Human Side), **Dec 7;** Good judgment (Think It Out), **Feb. 6;** Office friendships (The Human Side), **Jan 1;** When you make an error (The Human Side), **Mar 5;** Work organization (Let's Compare Notes), **Jan 24**
OGA Awards (monthly feature)
On With the Hunt (Fashion), **Mar 16**
One Word or Two? (Word Teasers), **Mar 28**
Oops! Could This Be You? (Fashion), **May 16**
Operation Crossroads Africa, **Apr 2**
Oppedal, Diana L.: Peace Corps Secretary: A Special Breed, **Apr 4**
Ott, Susan: Work and Study, **Mar 4**
Peace Corps Secretary: A Special Breed, **Apr 4**
Pep Up Your Penmanship, **Dec 8**
Plum or Lemon, **Feb 21**
Prepositions: Ask the Experts, **Nov 2**
Promotions: The Human Side, **May 14**
Pronouns: Case Study: Pronouns (Word Teasers), **Apr 28**
Punctuation (Word Teasers), **Jan 24**
Puppets with a Purr-pose, **Nov 3**
Puzzles, shorthand: **Nov 29, Feb 14**
Quotation marks (Word Teasers), **Feb 22**
Raises: see Salary

Ready Reference: Add a Little Zip, **Oct 36;** Abbreviations, **Apr 30;** The Cost of Communicating, **Feb 23;** The Mail Avalanche, **Dec 30;** Number, Please? **May 18;** Tracking the Answers, **Nov 30;** Twenty Questions, **Mar 14;** A Working Vocabulary, **Jan 13**
Rechel, Barbara: FSA, **Feb 15**
Reference books: Tracking the Answers (Ready Reference), **Nov 30**
Reinhart, Viola M.: FSA, **Apr 29**
Reservations, hotel: Ask the Experts, **Jan 5**
Reveille, Reveille, Up All Hands, **Dec 15**
Roberts, Ann: Think It Out, **Feb 6**
Sabin, William A.: A Fresh Look at Capitalization, **Jan 30**

Salary: Asking for a Raise (The Human Side), **Feb 7;** Salary Sweepstakes, **Mar 12**
Saving Some, Spending Some, **May 2**
Say It Well and Speak Right Up, **Nov 21**
Scarf Art (Fashion), **Apr 16**

Schuessler, Raymond: Time Out for Testing, **Mar 10**

Secretarial Duties: A Day in the Life . . ., **Apr 14;** The Cost of Communicating (Ready Reference), **Feb 23;** Financial Responsibilities (Let's Compare Notes), **Feb 22;** Handling Minutes (Let's Compare Notes), **May 14;** The Mail Avalanche (Ready Reference), **Dec 30;** Secretarial Initiative (Let's Compare Notes), **Dec 18;** Shorthand Accuracy (Let's Compare Notes), **Nov 14;** Shorthand Shortcuts (Let's Compare Notes), **Apr 6;** Shorthand Speed (Let's Compare Notes), **Oct. 11;** Tracking the Answers (Ready Reference), **Nov 30;** Work Organization (Let's Compare Notes), **Jan 24**
Sew Right for School and Office, Too (Fashion), **Oct 20**

Shorthand: Bits and Pieces (monthly feature); Crossword puzzles, **Feb 14, Nov 29;** Fiction (monthly feature); Letters (monthly feature); Shorthand Accuracy (Let's Compare Notes), **Nov 14;** Shorthand Speed (Let's Compare Notes), **Nov 11;** Shorthand Shortcuts (Let's Compare Notes), **Apr 6**
Skin Care: Facts About Facial Fairy Tales, **Apr 22**
Smith, Michael Elena: First Impressions, **Mar 11;** A Front Row Seat, **Feb 3;** The Girl from Ash, **Oct 8;** Job Choice: Civil Service, **Jan 2;** Puppets with a Purr-pose, **Nov 3;** Summer Guide to Globetrotting, **Apr 7;** Unemployed --Temporarily, That Is, **Apr 8;** A Window on the World, **May 5**
Smith, Ruth H.: Just for Fun, **Feb 14, Nov 29**
Spelling: Word Teasers, Mar **28, Dec 18**
Stop in London, **Mar 6**
Student Organizations (monthly feature)
Summer Guide to Globetrotting, **Apr 7**

Telegraph and Telephone Service: The Cost of Communicating (Ready Reference), **Feb 23**
Tests: Aptitude: Time Out for Testing, **Mar 19;** Employment: (Let's Compare Notes), **Mar 28;** Skill: **Mar 10**
Think It Out, **Feb 6**
Those Were the Days, My Friend, **Nov 10**
Tie-Dyeing: New Fad–Old Art, **May 25**
Time Out for Testing, **Mar 10**
Tracking the Answers (Ready Reference), **Nov 30**

Travel: Job Choice: Civil Service, **Jan 3;** Operation Crossroads Africa, **Apr 2;** Peace Corps Secretary: A Special Breed, **Apr 4;** Stop in London, **Mar 6;** Summer Guide to Globetrotting, **Apr 7**
Twenty Questions (Ready Reference), **Mar 14**
Typewriting Speed Tests (monthly feature)
Typing Production Tests (monthly feature)
Typist Extraordinaire, **Apr 18**
Unemployed–Temporarily, That Is, **Apr 8**
Vacations (see Travel)
Verb Tenses (Word Teasers), **Dec 18**
Vision: The Better to See You, **Jan 14**

Vocabulary: Business Vocabulary (Word Teasers), **Nov 14;** A Working Vocabulary (Ready Reference), **Jan 13**
Vocal Expression: Say It Well and Speak Right Up, **Nov 21**
Warrington, John: Say It Well and Speak Right Up, **Nov 21**
Washington, D.C.: Job Choice: Civil Service, **Jan 3**
When You Care Enough, **Dec 4**
White, Helen: FSA, **Jan 10, May 15**
Williams, Bertha: Four With Uncle Sam, **Jan 8**
Williams, Donna: When You Care Enough, **Dec 4**
A Window on the World, **May 5**

Word Teasers: Adjectives and Adverbs, **May 4;** Business Letter Mechanics, **Oct 11;** Capitalization, **Apr 28;** Irregular Verbs, **Nov 14;** Noun Plurals, **Jan 24;** One Word or Two?, **Mar 28;** Quotation Marks, **Feb 22;** Verb Tenses, **Dec 18**
Work and Study, **Mar 4**
Work Organization: Let's Compare Notes, **Jan 24**
A Working Vocabulary (Ready Reference), **Jan 13**
You and the Almighty Dollar, **Oct 14**
Young, Ray: The Mail Avalanche (Ready Reference), **Dec 30**
Zack, Donna: From the Editor (monthly feature); Letters to the Editor, **May 4;** When You Care Enough, **Dec 4**
ZIP Codes: Add a Little Zip (Ready Reference), **Oct 36;** Ask the Experts, **Mar 1**

INDEX TO SHORTHAND FICTION

The Best Gift, **Dec 11**
The Confidence Job, **Oct 12**
DeSoto, Jewel: The Best Gift, **Dec 11**
Helquist, Colleen: The Letter, **May 10**
Jenny's New Job, **Apr 12**
The Letter, **May 10**
Luau at Iao, **Nov 7**
McKee, Willine: No Excuse, **May 8**
McLaren, Matilda: Suzi is a Soldier Now, Part I–**Jan 6,** Part II–**Feb 9**
No Excuse, **May 8**
Peters, Othello F.: The Confidence Job, **Oct 12**
The President's Secretary, **Mar 8**
Putnam, Alice: The President's Secretary, **Mar 8**
Ramsey, Jo: Luau at Iao, **Nov 7**
A Secretary's Dream, **Nov 6**
Suzi is a Soldier Now, Part I, **Jan 6**
Suzi is a Soldier Now, Part II, **Feb 9**
Welding, Patsy Ruth: Jenny's New Job, **Apr 12**

L # 82338